

Durham County Library  
Board of Trustees  
Minutes, February 19, 2001

Attendance: Bessie Carrington, presiding; Lauren Alexander, Ann Craver, Carl Hodges, Bill Ingram, William McKee, Robert Otterbourg, Nancy Wardropper, Board members; Floyd Hardy, Friends representative; Joe Bowser, County Commissioner; Dale Gaddis, Pam Jaskot, John McConagha, Library staff.

Absent: Douglas Beckham

The regular meeting of the Durham County Library Board of Trustees was called to order at 3:30pm. Newest Board member, William McKee, was introduced to the Board. The meeting's agenda was approved with changes.

A motion was made and seconded to approve the December 18<sup>th</sup> minutes. A clarification was made in regards to the policies approved at the Board meetings. A copy of the policy will be kept on file with the official copy of the Board minutes. The motion was approved and seconded.

### **Communications**

Ms. Gaddis shared a letter from Barbara Smith, fundraiser, who stated how impressed she was with the fund appeal thank you letter. Recent newspaper articles about the library were shared.

### **Financial Report**

Ms. Gaddis distributed the financial report – there is 42% of the year remaining with 45% of the funds remaining. Some of the chargebacks have not been made to operational items.

### **Old Business**

The County Manager has asked Deputy County Manager Carolyn Titus to meet with Ms. Gaddis about the bylaw changes for the Library Board.

Mrs. Craver reported that the slate of officers is complete for the Library Foundation. Connie Watts has agreed to serve as the Vice President. Carolyn London, an avid fundraiser, and Tom Murray, the Head of the Trust Department at CCB, will serve as members at large.

### **New Business**

Ms. Gaddis distributed information on the County hiring and spending freeze. Currently there are 14 vacancies. Ms. Gaddis will ask for an exemption for the Children's Librarian position. It has been a very difficult position to fill and we are now ready with a recommendation.

Ms. Gaddis stated that we will have saved \$318,456 in lapsed salaries by the end of the year, but was not sure if there was a target amount. Commissioner Bowser stated that there is not a target savings and the goal is to cover the \$3.2 million not coming from the state. Ms. Gaddis stated that the library is giving up 10% of the budget and the total budget represents less than 3% of the county's budget.

Based on the hiring freeze, she presented a recommendation for a reduction of hours. All Thursday night services would be discontinued. Main, Bragtown, Warren and North Durham would close at 6pm on Thursdays. In addition, the NC Room will be closed until further notice.

A motion was made to approve the Director's proposal to close all services at 6pm on Thursday until staffing levels warrant reopening on Thursdays, based on the Director's judgment and to close the North Carolina Room until the NC Librarian position is filled. The motion was seconded and approved.

The Board gave the Director the authority to implement the service reductions. It was stated that the Board is responding to the fiscal problem that the library faces not of its own doing and assisting the Director in carrying out her job.

### **Committee Reports**

**Planning and Budget:** The committee recommends the following priorities for the library's budget.

- First priority – restore the budget to 2001 levels

- Second priority – continuation budget, capture inflationary increases for materials

- Third priority – technical support and computer replacement

A motion was made to adopt the recommended budget. The motion was seconded and approved.

Discussion followed about security costs. A conversation has been requested with the County Manager in regards to making security part the responsibility of the County, not the library.

### **Policies and Standards Committee**

The following policies were adopted as presented:

- Technology Training Room Policy was adopted.

- Computer Use Policy was adopted.

- Overdue Policy was adopted.

- Registration Policy was adopted.

- Purging of Library Records Policy was adopted.

Adopted policies are attached to the official minutes of the meeting.

**External Relations Committee**

The committee's focus will be mobilizing for the Bond issue. Plans are to get individuals together who can support our efforts, i.e. past board members and friends.

**Board Development** - no report

**Friends Report**

Mr. Hardy reported that the next book sale is March 23, 24 & 25. Mr. Hardy will serve as the Friend's representative to the Foundation.

**Director's Report**

Ms. Gaddis distributed her report. Updates were given on the sites for new branches. Plans are to have a feasibility study done on the Goodwin property in North Durham. Developer Torrey Homes owns the preferred site in East Durham. The land for the new Parkwood facility is still being researched. The 2 acres needed for the expansion of Southwest is owned by the Watson family.

The County Commissioners approved the funding of the roof replacement. Over \$16,000 has been raised from the fund appeal.

The meeting adjourned at 5:35pm.

Respectfully submitted,

Dale Gaddis, secretary